



## **US EMBASSY, NEW DELHI**

### **STATEMENT OF WORKS FOR**

### **SUPPLY AND INSTALLATION OF MODULAR FURNITURE**

#### **1.0 BRIEF DESCRIPTION OF WORKS:**

The United States Embassy, New Delhi has requirement for Design, Supply and Installation of modular furniture. The statement of works includes, but not limited to design, fabrication supply, and site installation and Dismantling & removal of existing furniture. An indicative layout plan is attached along with the SOW (Statement of Works) for vendor's reference only.

#### **1.1 GENERAL GUIDELINES:**

- Contractors are advised to go through the detailed statement of works and specifications listed below. The contractor shall provide all the materials, labor, and tools to execute the project as to meet the technical specifications set forth in the statement of work.
- The contractor is recommended to conduct re-checks and re-measure the dimensions provided in the general statement of works and the lay out.
- All the fabrication works shall be done at contractor's factory to the maximum possible extent and deliver the same to the site once ready for site installation.
- The contractor shall deploy full time furniture assembling expert /supervisor at site during the installation.
- Provide and implement all safety measures taking into consideration of the needs/functions of the offices in the vicinity of the work area.
- Contractor shall be responsible for barricading the work site during the dismantling and removal and installation. Contractor has to make arrangement for the material delivery and transporting the old furniture to the designated area as per the COR's instruction after the removal.
- After removal of existing furniture shall be property of the contractor for which a buy back cost shall be considered and quoted.

- Contractor shall hand over all the design details and as built drawings to the COR upon the completion of the project.
- All logistical requirements for the transportation and movement of materials shall be of contractor's scope.
- Embassy will provide assistance for temporary power requirements for power tools used by the contractor during the dismantling /installation if required, but the requirement shall be kept minimal at site.
- Electricity and water for site works shall be provided by the Customer at one point.

## **2.0 DETAILED STATEMENT OF WORKS:**

- Based on the available space, contractor shall design workstations as per specifications listed below and Fire and Life Safety standards and share the shop drawings with COR of the work for approval. Contractor shall not start any work without a prior approval on the shop drawing.
- The contractor shall design, fabricate and supply new modular furniture including pedestal, lateral and overhead cabinets, as shown in the attached layout drawings.
- The contractor shall be responsible to transport the new furniture on site.
- Contractor shall be responsible for removal of unwanted furniture from Embassy Premises, after verification of the furniture by the COR.
- The contractor shall coordinate with the COR for access permits for workers, delivery details, and the onsite execution plan one month in advance.
- Upon the receipt of the purchase order, the contractor shall coordinate with COR for the color selection of fabric and the metal structure of the furniture.
- Spray on application of adhesives or sealers shall not be permitted unless specific permission has been secured in writing from COR/POC. The Contractor shall supply verification from the manufacturer that the existing surfaces and materials are entirely suitable for this type of application and provide on the job demonstration before the COR/POC can provide authorization in writing.
- The Contractor shall not apply adhesives over chalk, dirt, rust, grease, moisture, or any condition detrimental to formation of the durable adhesion.
- Existing surfaces that are damaged or disturbed by new work shall be inspected by the COR/POC to determine the necessary and required corrective action.

- The fabric, metal and ABS (acrylonitrile butadiene styrene) parts associated with the furniture must be fire rated and low smoke.

## **2.1 TECHNICAL SPECIFICATIONS OF WORKSTATIONS**

- Modular furniture work stations having arrangement as single-seater tile based partition.
- Storage pedestal drawer-as specified in BOQ.
- Storage cabinet--as specified in BOQ.
- Lateral filing cabinet-s specified in BOQ.
- Furniture shall be Fire retardant and low smoke.

## **2.2. MODULAR FURNITURE FRAME**

- The partition panels shall be tile based (each fabric clad tile shall come out individually in case required) & shall have overall minimum thickness of 70-75mm.
- The frame work shall be made of metal frame comprising of vertical sections made from minimum 1.0 mm CRCA (Cold Rolled Cold Annealed) MS (Mild Steel) grade of minimum size 40mm X 50mm duly powder coated with epoxy of the color approved by the COR. The coating shall have a thickness of 60 micron.
- The powder coated surfaces shall be factory tested for scratch hardness test, salt spray test and undergo 7 tank phosphating processes.
- These vertical channels shall have suitable and sturdy arrangement to fit in the tile cladding.
- All exposed vertical edges of partition panels shall be finished with contoured edged powder coated Aluminum section of minimum 1mm thickness. The connectors shall be of die cast aluminum.
- Raceway consisting of powder coated section minimum 1 mm thick of CRCA MS (Mild Steel) grade of approved shade shall be provided of minimum 100mm size at two levels as shown in attached drawings.-one @ skirting level + one @ table top level.
- Cutouts on Panels for Electrical/data+ telephone lines to be done on/as per site.
- There shall be separate slots on the raceways for passage of data and electrical wires.

- Tiles shall be offered for options as per attached drawing, i.e. Fabric tile (tack able / Pin up Tile) and Laminate Tile/ white board.
- End cap, Inline Cap, Universal Caps shall be of PVC extrusions.
- The top & vertical trim shall be made up of Aluminum extrusions.
- The 2 way and 3 way post shall be made up of minimum 1mm CRCA material.
- The 2 way, 3 way and 4 way connectors shall be of Aluminum Die Cast.

### **2.3 TILE CONSTRUCTION-FOR MODULAR FURNITURE**

- Fabric tiles base shall be made of minimum 4mm thick MDF (Medium density fiber) material.
- The fabric shall be of approved shade and quality.
- The laminated tiles shall be minimum 4mm thick MDF Material base with lamination of approved color.
- Glass tiles shall be minimum 4mm thick toughened fitted in powder coated Aluminum alloy frame along with provision of corner, top and bottom clips made of nylon.
- Finishes- The 1<sup>st</sup> module shall be white MDF marker, 2<sup>nd</sup> module shall be of soft pin up and 3<sup>rd</sup> module shall be of solid fabric.

### **2.4 WORK TABLE / TABLE TOP-FOR MODULAR FURNITURE**

- The standard table top height shall be 750mm from the floor inclusive of table top thickness of 25mm.
- Work surface or table top shall be made up of 25mm thick MDF (Medium Density Fiber) of interior grade with PVC lipping or edge binding 2mm thick.
- The top shall be factory-made, laminated with laminate of 1mm thickness of approved shade.
- The bottom shall have a backing laminate of minimum 0.6mm thickness.
- The front edge of work surface shall be provided with machine pressed 2mm thick PVC lipping or edge binding.

- Non-working edges of the work surface shall be provided with machine pressed 0.5mm thick PVC lipping or edge binding.
- The cable manager on the work surface shall be of flexible plastic component for easy and safe passage of wires.
- Drawers shall have channel arrangement for smooth operation, with best quality stainless steel handle and latest technology magnetic type locking arrangement.

## **2.6 STORAGE CABINETS- OVERHEADS, PEDESTALS, AND LATERAL FILING CABINETS**

- Storage cabinets shall be of Mild Steel (MS) 1 mm thick, powder coated (as stated above the powder coating specs) with latest technology magnetic lock.
- Doors of the overhead storage cabinet shall be top hung and sliding type and non-protruding type.
- The pedestal shall have three drawer with two equal size drawer and one file drawer duly fixed under the work surface with lock and three sets of keys.
- The pedestal / drawer cabinet shall be provided with two lockable and two free twin wheeled castors.
- The pedestal shall have central locking mechanism, the drawers and filing box shall be mounted on a telescopic ball bearing slides.
- The lateral file cabinet shall have two equal sized drawers with lock and three sets of keys.
- It shall have two adjustable shelves for effective space utilization.
- Metal leveler brackets shall be provided to give extra strength.
- The storage shall not have smooth edges.
- Please refer to the attached drawing for the dimensions.

### **2.6.1 STORAGE CABINETS- FREE STANDING**

- As per customer's requirements.

## **2.7 TASK LIGHTS**

- One each task lights shall be provided under each overhead cabinet.
- These lights shall be of LED of 20 watt equivalent of incandescent lights.
- The lights shall work on 230 Volts, single phase, 50 Hz.
- Lights shall be screwed / permanently (not with double sided tape) fixed to the body of the overhead storage cabinets.

- The lights shall be indirect lighting and shall not throw glare directly on the user of the work station.

## **2.8 ELECTRICAL /TELEPHONE/ DATA RECEPTACLES**

- Provision of two each electrical NEMA outlets , shall be incorporated along with the cable management on the bottom raceways
- Provision for two each data and telephone jack installation shall be incorporated with the raceway just under the table top.

**2.9 WORK STANDARDS:** The contractor shall be responsible for providing the workers proper tools and test equipment's to accomplish each segment of this work statement. The entire fabrication work shall be carried out by professionally qualified and certified persons. The craftsmanship shall be professional and maintain the pertinent standards with necessary fire and life safety precautions wherever required.

**2.10 CLEANING OF THE WORK SITE:** The contractor shall be responsible for cleaning of the work site during the installation. The contractor shall be responsible to dispose of the trash and debris.

**2.11 SITE RESTORATION:** The contractor shall ensure that all facilities receiving this work shall be left in a condition acceptable to COR upon completion.

**2.12 DISPOSAL OF MATERIALS REMOVED:** The contractor shall be responsible for the disposal of removed materials. The contractor shall transport all materials to be disposed of from the point of removal to the designated disposal storage site as instructed by the COR.

**3.0 SAFETY:** Safety is the highest priority. The contractor shall direct all of those under his charge to work safely. The safety concerns shall be brought to the attention of the COR. The contractor shall take all necessary measures and precautions to avoid interruptions of Government operations and delays. Contractor must provide and maintain work environment and procedures, which will safeguard the public and Government personnel, property, materials and equipment exposed to his operations and activities. The contractor's staff will take all safety precautions and comply with the standards issued by OSHA, local authorities, Embassy over occupational health and safety issues. All work should be carried in accordance with applicable safety regulations. Contractor's workers shall be well equipped with all safety gears and PPEs (Personal Protection Equipment's.)

- 3.1 **SECURITY REQUIREMENTS:** The Embassy shall arrange for security clearances of the contractors' workers to be deployed at the Embassy. The contractor is required to provide the full names and completed security forms of personnel's those who are assigned to this specific task with in five working days after the award of the contract.
- 3.2 **ALLOWANCES FOR MISCELLANEOUS TIME REQUIREMENTS:** The contractor price proposal must allow for time delays that may be encountered in coordination for the site installation. No additional funds will be provided to compensate for additional time requirements or delays that could have been reasonably anticipated.
- 3.3 **WARRANTY:** The modular furniture and the workmanship shall be warranted for defect liability for a period of minimum Five years from the date of acceptance by the COR.
- All under listed documents pertaining to the new Furniture provided to site must be given along with the material to the customer:-
    1. Test reports (as per specifications.)
    2. Technical Specifications
    3. Installation manual.
    4. Warranty Documents.
    5. User Guidelines.
    6. Any other product related information
  - Warranty / Guarantee of 5 years to be provided along with the furniture.
- 3.4 **EXECUTION DELAY:-**  
 The Contractor is to submit a project schedule (with milestones) of his works on site. Clearly stating (date wise) his targeted date of completion. Once a definite installation schedule has been set, the contractor shall respect it fully. The time period and completion date established at the time of award of work, shall be fixed and may extend only by prior written application submitted to the COR at least 15 days prior to the delay. Only if the COR sanction the extended time period, it will be accepted, otherwise rejected. In case the COR feel that the delay is not justifiable, a "**Penalty Clause**" could be introduced. The Contractor will have to be accept the terms and conditions of the "Penalty Clause".
- 3.5 **SPECIAL COMMENTS:-**
1. Workstation to be in Pre laminated MDF. All tables to have straight edges table. Tables of cubicles to have post formed edges.
  2. All storage units to be in CRCA MS sheets.
  3. Overhead units to have top hung shutter with slide in mechanism. Lockable shutter with no handle. Will be mounted on Partition panel. 1 Task light to be

provided under each Overhead unit. Task light to be recessed and built in the O/H unit. Or permanently fixed. Light to be of certified quality.

4. Under counter storage units to have castor wheels-4 nos. each—2 lockable ones. Lockable drawers with recessed in handles.
5. Entire workstation will be tile based knock down type. Partition panel height to be as per proposed layout drawing. All partition panels to be CRCA MS Sheets.
6. 2 raceways to be provided on partition panel--#1 at skirting level and #1 at desk top level.
7. No cutouts to be given on the panels. Cutouts will be made on and as per site.
8. Workstations will be installed by Finalized vendor.
9. In House Embassy staff will pull the electrical, data and telephone lines in accordance with workstation installation.
10. Furniture to provide 5 years warranty.
11. Existing furniture will be disposed by finalized vendor out from Embassy premises. No temporary storage space will be given to store the furniture.
12. Furniture to be fire retardant and sustainable; Provision of relevant certificates is mandatory.
13. Color, fabric, type, finish of all furniture to be approved by customer before actual production. In soft copy.
14. Swatch samples of finished to be provided to customer for future verification.
15. Vendor will have to visit site twice. Once for removal of existing furniture and second for installation on new furniture. Interval period between the two shall be shared with the awarded vendor at the commencement of work.
16. Lead time for existing furniture removal from embassy premises, delivery and installation of new furniture to be mentioned along with the bid submitted

### 3.6 SALIENT FEATURES :

- All under listed documents pertaining to the new Furniture provided to site by vendor must be shared with the Customer along with the bids.
1. Test reports and certificates (as per specifications, project wise.):
    - A. All below listed items to have the test reports and certificates to prove that they are :
      - a. Non Flammable
      - b. Smoke resistant
      - c. Sustainable
      - d. Environment Friendly. --- **Green Label Plus**
      - e. Resistance to Wear and tear
      - f. Water resistance/absorption
      - g. Resistance to Stain.



Please note-The vendors to provide Certificates relating to the below mentioned IS codes (latest if any) or equivalent. Vendor to provide relevant pages of equivalent codes if they are not complying with the specified IS codes as above.

B. The items are as follows:

- ❖ **Paint – as per IS 2932 ; IS 4209:1987**
- ❖ **Wood/MDF -- as per IS 14587:1998 ; IS 2046:1995**
- ❖ **Plywood -- as per IS 5509:2000 ; IS 14587:1998**
- ❖ **Laminate -- IS 14587:1998 ; IS 3087:1985**
- ❖ **Fabric – IS 11871:1986**
- ❖ **Foam – IS 4989:2006**
- ❖ **Fumes of combustible gases (should not be poisonous/lethal) --- IS 4209:1987.**
- ❖ **CRCA (Cold Rolled Cold Annealed) MS Grade D --- IS 513:1994.**
- ❖ **Aluminum sections --- as per IS 733:1983.**
- ❖ **Nylon specifications - -- as per ANSI/BIFMA X 5.1:2002.**
- ❖ **Task Light -- IS 15885(part 2/Sec 3)**

**Note:-In addition to above mentioned codes, UL/CE/ASTM certification will also be preferred.**

2. Technical Specifications.-Documents Pertaining to Product features and Specifications are mandatory along with the product.
3. Warranty Documents.-Documents proving Warranty period of the product to be provided.
4. Any other product quality related information.
5. Salient points to remember:-
  - a. All test reports certificates and documents will be given for the product being provided to the Embassy; along with the product. Most recent reports will only be accepted.
  - b. Old test reports or certificates shall not be accepted.
  - c. The certification should be from a “Qualified Third Party Testing Agency”.
  - d. Prior to Walkthrough all concerned vendors to share their test reports and certificates (latest only) with the FAC Engineering Section for approval.
  - e. Failure of providing relevant test reports and certificates, will lead to disqualification of vendor automatically.
  - f. Only approved Vendors to be invited for Walkthrough.
6. The vendor should not use formaldehyde for any processes involved in the manufacturing of any product.